

INTERVIEW APPRAISAL FORM



Name : SITI NUR ANWANI BINTI ANUAR Position : Protege (Training) Date : 28/4/2022

Interviewer's name : MUMAD KUSHAIRI BIN YUNUS Designation : TRAINING MANAGER Dept : TRAINING

PHYSICAL APPEARANCE	Unpleasant appearance <div style="text-align: right;">1</div>	Appears to lack energy <div style="text-align: right;">2</div>	Good physical appearance <div style="text-align: right;">3</div>	Appears fit and alert <div style="text-align: right;">4</div>	Exceptionally energetic <div style="text-align: right;">5</div>	4
TRAITS	Nervous and embarrassed <div style="text-align: right;">1</div>	Stiff and uncomfortable <div style="text-align: right;">2</div>	comfortable and at ease <div style="text-align: right;">3</div>	Alert and free of tension <div style="text-align: right;">4</div>	Unusually self possessed/alert <div style="text-align: right;">5</div>	5
CONFIDENCE	Shy, retiring, arrogant <div style="text-align: right;">1</div>	Submissive, and argumentative <div style="text-align: right;">2</div>	Reasonably self assured <div style="text-align: right;">3</div>	Shows self confidence <div style="text-align: right;">4</div>	Self assured and inspires confidence <div style="text-align: right;">5</div>	5
EXPRESSION OF IDEAS	Unclear and illogical <div style="text-align: right;">1</div>	Not well defined or expressed <div style="text-align: right;">2</div>	Makes sense <div style="text-align: right;">3</div>	Convincing thoughts <div style="text-align: right;">4</div>	Exceptionally good and logical <div style="text-align: right;">5</div>	4
EXPERIENCE	No experience at all <div style="text-align: right;">1</div>	Experience not suitable but helpful <div style="text-align: right;">2</div>	Fair experience <div style="text-align: right;">3</div>	Experience suits job <div style="text-align: right;">4</div>	Experienced. suits job very well <div style="text-align: right;">5</div>	2
EDUCATION	No education at all <div style="text-align: right;">1</div>	Basic education but not enough <div style="text-align: right;">2</div>	Sufficient education <div style="text-align: right;">3</div>	Has relevant qualifications and certificates <div style="text-align: right;">4</div>	Has additional qualifications, Diploma/Degree <div style="text-align: right;">5</div>	4
MOTIVATION & AMBITION	No motivation and ambition <div style="text-align: right;">1</div>	Little interest, seems to be complacent <div style="text-align: right;">2</div>	Interest fair, and reasonable desire to succeed <div style="text-align: right;">3</div>	Definite future wants to succeed <div style="text-align: right;">4</div>	Ambitious, high aims, planned aims, of success <div style="text-align: right;">5</div>	5
COMMUNICATION SKILL	No skill at all <div style="text-align: right;">1</div>	Little skill <div style="text-align: right;">2</div>	Reasonable amount of skill <div style="text-align: right;">3</div>	Good skill <div style="text-align: right;">4</div>	Exceptionally good skill <div style="text-align: right;">5</div>	5
SUPERVISORY SKILL	Lacking in such skill <div style="text-align: right;">1</div>	Has skills but not enough <div style="text-align: right;">2</div>	Reasonably skilled <div style="text-align: right;">3</div>	Good skill <div style="text-align: right;">4</div>	Exceptionally good skill and experience <div style="text-align: right;">5</div>	3
ADAPTABILITY	Incompatible <div style="text-align: right;">1</div>	Alright but not good enough <div style="text-align: right;">2</div>	Reasonably sufficient <div style="text-align: right;">3</div>	Good adaptability <div style="text-align: right;">4</div>	Can definitely adapt well <div style="text-align: right;">5</div>	5
TOTAL						

Recommendations for employment :

YES + ~~NO~~ + ~~KIV~~

Comments : Did well in the interview and can do ^{great} ~~well~~ work if employed. Recommended. (Available to report duty on 26/5/2022)

Signature of Interviewer : [Signature] Basic salary : Allowances :

Reporting to : Department : Section :

Commencing date : Probation : Others :

Verified by HRD : Approved by : Date :

For Office Use : HRIS

Interview
Date:
Panel Interview :

Checked :
Date &
Initial



Please Affix a
Recent Passport Size
Photograph

**EMPLOYMENT APPLICATION
FORM**

PERSONAL PARTICULARS

Name as per NRIC : SITI NUR AWANIS BINTI ANUAR

Preferred Name : AWANIS

Gender : Male [] Female [/]

Old I/C No. :

New I/C No. : 970706-10-5574

Nationality : MALAYSIAN

Passport No. :

Date of Birth : 06 JULAI 1997

Place of Birth : HATAR, KLANG

Age : 25 YEARS OLD

Marital Status : SINGLE

Permanent Address (house)
NO. 407, BLOK 19, SEKSYEN 24, 40300,
SHAH ALAM, SELANGOR

Correspondence Address (mailing)
Effective Until : _____

Tel No. : (House) -
(Mobile) 019-5048827

Tel. No. : (House)
(Office)

Fax No. : -

E-mail :

FAMILY PARTICULARS

i) Name of Spouse :
(if applicable)
Occupation :
Name of Employer :
Tel No. :

ii) Details of Children (if applicable)

Name	Gender	Birth Date	Level of Education
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

iii. Do you have any family members currently employed in Galaxy Aerospace (M) Sdn. Bhd. or working in Gading Group? If yes, please specify.

EDUCATIONAL DETAILS

Name of School/College/University	START	FINISH	Qualification obtained (CGPA/Class)
	month/year	month/year	
Secondary Education(s) SEKOLAH MENENGAH SAINS BANTING (BASIS)	2013	2014	PMR/PT3 Grade : Aggregate : SPM Grade : 5A2B2C Aggregate :
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s) UNIVERSITI TEKNOLOGI MARA (UiTM)	2015	2018	Major : DIPLOMA IN MECHANICAL ENGINEERING CGPA/Grade : 3.93 / 4.00
Degree Course(s) UNIVERSITI TEKNOLOGI MARA (UiTM)			Major : BACHELOR OF ENGINEERING (HONS) MECHANICAL Minor : CGPA/Class : 3.80 / 4.00
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

COURSE / TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LANGUAGE PROFICIENCY

COMPUTER LITERACY

* Please indicate (Average, Good, Excellent)

• Are you familiar in operating a computer?

(Yes*)/No

Bahasa Melayu

* Written

* Spoken

English : _____

Excellent
Good
Beginner

Excellent
Good
Beginner

Others : Mandarin

• List of PC Software that you are familiar with
MICROSOFT OFFICE, CATIA, SOLIDWORK

OTHERS SKILLS (Please Specify)

TEAMWORK, LEADERSHIP, PROBLEM SOLVING, ADAPTABILITY

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements
or Current
Involvement

- Event planner for CSR program by doing donation for National Cancer Institute (2021)
- Represent faculty and college for netball competition and won 3rd place (2019)

WORKING EXPERIENCE

Name of Organization and Position Held	Period of Employment			Summary of responsibility	Last drawn/ current salary	Reason(s) for leaving/wanting to leave
	From (mm/yy)	To (mm/yy)	Total No. of years			
1- Dinamik Niaga Resource Sdn-Bhd - - Mechanical Engineering Internship	Aug 2021	Oct 2021		- Involve in 3 tasks which are vehicle (R100) building services & document works	RM400	- Continue new semester for Degree course
2- Self Employed - Part Time Home Tutor	Mar 2019	Apr 2019		- Teach 3 subjects for Standard 3 & 6 which are Bahasa Melayu, Mathematics and Science -		
3- Sunway Group - Part-Time Cashier Sunway Pyramid Ice	Nov 2018	Jan 2019		- Assist customers in the in-store and check-out process - Key-in closing & opening data daily.	RM 1500	- Get offer to continue study in Degree level
4- Lagenda Store - Part Time Sales Assistant	Jun 2018	Sept 2018		- Maintain awareness for all promotions and greeting customers	RM 1000	- Get offer to work with Sunway Group
5- Tongtai Machine Tool (SEAT) Sdn-Bhd - Mechanical Engineering Internship	Feb 2018	May 2018		- Involve in 3 departments which are Sales and Marketing, Services/ Application, Sales Administrative	RM400	- End of study in Diploma level

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary:	Bonus (No. of months): _____ Contractual : _____ Variable : _____	Do you possess your own transport Yes : _____ No : <input checked="" type="checkbox"/>	What type of transport license do you have? B2,D,Others(Please specify) : <u>D</u>
Allowances (Please specify if any) : Car Privilege Type : _____ Driver : (Yes/No) Petrol Allowance/month : _____	Loan subsidy : Interest rate House (Yes/No) : _____ % Car (Yes/No) : _____ % Others : _____ %		
Other Benefits (If any):			
Expected monthly salary: RM 2500		Resignation notice period :	

What is your greatest achievement in your previous/current career?

Successfully simplify the R100 regulations for vehicle specify with supervisor's requirements and complete designed bus specification with aid of supervisor.

Is there any other information (personal or work experience) which is relevant to this application?
(If yes, please specify)

Have you been interviewed before in Galaxy Aerospace or Gading Group? If yes, please provide the position interviewed for and date of the interview.

PERSONAL REFERENCES (NON-RELATIVES / NONSCEMPLOYEE)

Name : MOHD GHAZALI BIN MOHD HAMAM
Address : FACULTY OF MECHANICAL
ENGINEERING, UTM CAWANGAN
JHJH, KAMPUS PASIR GUDANG
Tel No. : 011-32088754
Relationship : FYP SUPERVISOR (DIPLOMA)

Name : PROF-MARYA DR-WAN AHMAD MAOMI
BIN WAN MOHAMMED
Address : SCHOOL OF MECHANICAL
ENGINEERING, UTM SHAH ALAM
Tel No. : 012-2981756
Relationship : FYP SUPERVISOR (DEGREE)

DECLARATION

I hereby declare that all the information given in this employment application form is true and complete. Any false information provided would subject myself to possible disciplinary action by Galaxy Aerospace (M) Sdn. Bhd. or Gading Group of Companies.

Signature : 

Date : 27/4/2022